



DEPARTMENT OF PUBLIC WORKS DEPUTY TOWN ENGINEER

Unit: Non-Union

Status: Exempt

Reporting To: Town Engineer

Base Wages: MS-10, \$72,821/annual to \$92,151/annual

Hours: Town Hall hours, 8:00AM to 4:30PM M-F.

Application Deadline: Open Until Filled.

DEFINITION

Employee performs professional and technical civil engineering tasks related to designing, permitting, planning, organizing, coordinating, and managing various projects for the Department of Public Works. Performs technical peer review of development projects and provides technical guidance and support to various Town Departments and Town Boards/Commissions. Generally, supports the Department of Public Works as a project manager and project engineer for infrastructure related projects including roadway reconstruction, highway, drainage, stormwater management, water and sewer, civil/site design, traffic studies and analysis.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Performs a variety of professional engineering functions, including preparation of civil design documents, construction documents and technical specifications, bid document support, and construction administration services for Department of Public Works projects.
- Prepares preliminary engineer's cost estimates for Department budgeting, and for establishing performance bond amounts.
- Provides construction inspection and oversight for Public Works projects, including ensuring adherence to plan specifications and contract documents, and review of contractor payment requisitions; provides recommendation(s) to the Town Engineer.
- Collects field data and measurements using survey methods and performs calculations to correlate field and record data.
- Prepares Record Drawings for various infrastructure projects.
- Provides technical peer review of land development permit applications such as: Building Permits, Occupancy Permits, Earth Removal Permits, Notice of Intent Applications, Site Plan Review Applications, Stormwater Management Permit Applications, and Subdivision Plans. Issues written report comments, and recommendations to the appropriate Department or Board.
- Inspects permitted work and enforces adherence to permit conditions, approved plans, specifications, laws, and regulations; provides recommendation(s) to the Town Engineer prior to Division signoff.
- Investigates engineering and surveying problems; provides recommended remediation.
- Performs public presentations for permitting or briefing Town Boards or Committees.
- Participant in internal Town planning or task force committees.
- Fills in for the Town Engineer in case of absence.

SUPERVISION RECEIVED

Reports directly to the Town Engineer. The employee plans and prioritizes their work independently, in accordance with standard practices and experience. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions, however, refers serious technical or policy problems to the Town Engineer. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities.

SUPERVISION EXERCISED

Provides technical guidance and instruction to Public Works operations personnel, contractors, consulting engineers, interns, and administrative staff. The employee gives technical advice and guidance to other Town Departments on civil engineering related work.

JUDGEMENT

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, regulations and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

COMPLEXITY

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. The work involves the evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

EDUCATION AND EXPERIENCE

Bachelor of Science degree in civil engineering from an accredited college required and at least five or more years of direct experience in municipal public works engineering. Registration as a MA Professional Engineer (PE), or Professional Land Surveyor (PLS) is required. A Massachusetts motor vehicle operator license is required. A Massachusetts Soil Evaluator License is desirable.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of civil engineering principles, materials, methods and practices. Comprehensive technical and practical knowledge of materials, methods and techniques relative to public works projects and issues; thorough knowledge of computer applications in engineering design and drafting, word processing, data collection, and spreadsheets. Working knowledge of Massachusetts public procurement and ethics laws. A working knowledge of current survey field methods, including total station, GPS, and automatic level methods, is strongly desired.

Abilities: Ability to interpret rules, by-laws, and regulations; ability to establish and maintain effective working relationships with public officials, employees and the general public; ability to analyze and develop plans and technical specifications; ability to develop, communicate, and ability to plan, organize coordinate and direct projects; to analyze divergent problems and formulate solutions and recommendations; Ability to effectively communicate verbally and in writing; to deal appropriately with and establish and maintain effective working relationships with employees, government officials, business leaders, and the public at large.

Skills: Proficiency in commonly utilized software applications, such as drafting (CAD), mapping, GIS, hydrological and hydraulic modeling, in civil engineering design and construction management. Good presentation and communication skills, technical writing ability, and analytical skills.

WORK ENVIRONMENT

Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. May be exposed to elements, but work can typically be rescheduled to avoid harsh elements.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Administrative work is in an office setting, involving sitting, with intermittent periods of stooping, walking, and standing. When in the field, work requires agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 50 lbs.). There may be needing to stretch and reach to retrieve materials.

Motor Skills

Duties involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents, computer screens, plans, for general understanding and analytical purposes. Must be able to discern colors.

EOE

To Apply:

Submit resume, cover letter and completed application to:

Town Manager's Office
Attn: Susan L. Inman
Assistant Town Manager/Director of Human Resources
121 Glen Road
Wilmington, MA 01887

or via email at: jobs@wilmingtonma.gov

If submitting by email please use "Position: Deputy Town Engineer" in the subject line. Resume, cover letter and completed application may be attached as a PDF to the email. Please note, we will not reformat or fix formatting issues if sending electronically in a file type other than PDF.